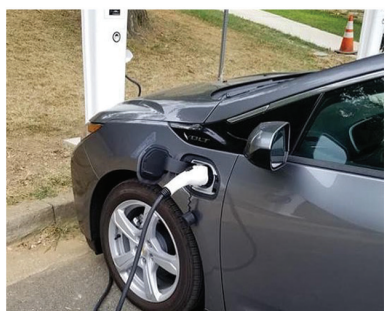


# THE TOWN OF CHEVERLY, MARYLAND



*invites your interest in the position of*  
**TOWN ADMINISTRATOR**





# CHEVERLY AN OUTSTANDING OPPORTUNITY



## ABOUT THE COMMUNITY OF CHEVERLY

The Town of Cheverly, incorporated in 1931, contains 1.27 square miles, and is home to approximately 6,400 residents. The housing stock is approximately 80% single family homes, and 20% multi-family with large apartment complexes comprising the majority of the multi-family units. Single family units include an eclectic mix of Sears Roebuck houses, stone Cape Cods, bungalows and red brick colonials from the post-World War II era. The residents of Cheverly are passionate about their community, which is demonstrated through participation in a number of Town committees and volunteer organizations.

Cheverly is a diverse community. The 2010 Census data showed the Town with a population with African-Americans (57%), Caucasian (32%) and Hispanic (10%). The community regards diversity as a core strength and is dedicated to increasing access and inclusion.

Although small in size, the Town provides a range of municipal services: the Police Department is staffed to provide 24/7 police protection. The current authorized strength of the Cheverly Police Department is 15 sworn officers. The Town enjoys one of the lower crime rates in the region. The Public Works Department conducts curbside refuse, recycling and yard waste collection, as well as maintaining the streets and parks in Town. Code Compliance monitors residential and commercial properties to achieve compliance with community standards and rental housing regulations. The Administrative Department handles the Town's finance and human resource functions, in addition to overall Town management. Fire and EMS services are provided by the Bladensburg Volunteer Fire Department and the Chapel Oaks Volunteer Fire Department, which are staffed by career employees of Prince George's County and volunteers. The fire stations are not located in the Town's corporate limits, but are located close by for appropriate response times.

Prince George's County's Gladys Noon Spellman Elementary School serves Cheverly. Most students then attend G. James Gholson Middle School and Bladensburg High School, both of which are located near Cheverly. The County's Judith Hoyer Early Childhood Center is located in Cheverly, as is Saint Ambrose Catholic School. Prince George's Community College and the University of Maryland, College Park, the flagship campus of the University System of Maryland, are both within a half hour of Cheverly.

Additionally the nation's capital's numerous attractions are within easy reach via the Cheverly METRO Station, and US 50, which provides direct access to Washington, DC.

## ABOUT THE TOWN GOVERNMENT OF CHEVERLY

The mission of the Town of Cheverly is to provide responsive, cost-effective and high quality services to the Town's residents. The Town of Cheverly was chartered in 1931. In 1970, the town established a Mayor-Council form of government with the Mayor as Chief Executive Officer. The Mayor is directly elected and serves a three year term. The Town has six Council members who are elected by wards and serve two year terms. An election for Mayor and all Council members will occur on May 6, 2019.

The Town Administrator acts as Chief Administrative Officer and is responsible for implementing the policies established by the Mayor and Council, and overseeing the day-to-day operations of the Town. The Chief of Police, the Director of Public Works, the Town Clerk and the Town Treasurer report to the Town Administrator.

The Town has approximately 45 employees, and a \$7.5 million budget for FY2019.

## ABOUT THE CANDIDATE

The Town of Cheverly seeks a proven, dedicated, responsive and experienced individual for the position of Town Administrator. The ideal candidate will be an experienced leader with a background in town or city management, local governance or public affairs. The candidate will be a strong leader, manager and administrator with excellent communication skills. Fluency in Spanish is a plus.

The successful candidate will also possess, as a minimum, a bachelor's degree with a major in Public Administration or related field. A graduate degree is preferred. The candidate will have five to ten years of town or city management experience. The Town requires a hands-on Administrator who is innovative and technologically savvy. The Administrator must be fiscally responsible and exude a high level of integrity at all times. The ideal candidate must also be an avid listener, critical thinker and possess excellent interpersonal, oral and written communication skills. The individual should be knowledgeable in all aspects of municipal government (public works, public safety, human resources, budget/finance, communications, and economic development) and have the ability to convey complex information in simple terms. The candidate must understand and be committed to principles of green infrastructure/sustainability. (See [www.greencheverly.org](http://www.greencheverly.org))

Building rapport and maintaining key internal and external relationships is a vital part of the role. The Administrator must have the ability to develop and maintain effective working relationships with the Mayor, Town Council, Town employees, other local, county, state and federal officials as well as the community at large. The elected officials expect the Administrator to exhibit a welcoming style, as well as someone who is engaged in the community. Rapid response to citizen requests is a must. The Administrator will be a change agent, while at the same time needing to effectively stabilize the municipal organization following the departures of long time department heads.

## ABOUT THE POSITION

The Town Administrator is appointed by and serves at the pleasure of the Mayor and Town Council. The Administrator shall be chosen on the basis of his/her executive and administrative qualifications. The successful candidate shall be required to:

- Plan for and supervise day to day operations of the Town executive branch
- Prepare, publish and execute the operating and capital budget
- evaluate programs and expenditures, manage cash flow,
- manage the human resources function
- prepare agendas for, and attend Town Council Meetings and Worksessions
- brief elected officials on current and future issues
- prepare grant requests, assure appropriate implementation of grant awards
- supervise Town communication efforts including monthly newsletter and website
- meet and consult with other government officials as a representative of Cheverly



## ISSUES FACING THE TOWN

- planning and growth management (in Cheverly, and beyond), including the potential widening of Baltimore/Washington Parkway and redevelopment of Prince George's Hospital site
- economic development, including development and redevelopment of commercial/industrial areas
- continued modernization of Town government operations
- financial management, including growth of the tax base
- environmental issues, including air quality monitoring, tree canopy preservation and stormwater best management practices
- enhanced relationship with external partners, including Prince George's County, Maryland-National Capital Park and Planning Commission (M-NCPPC), State agencies including State Highway Administration (SHA) and Department of Housing and Community Development (DHCD), Washington Suburban Sanitary Commission (WSSC), and the District 47 legislative team representing the Town
- maintaining an inclusive community reflective of the Town's values; maintaining the small Town feel and high quality public services
- developing and implementing a multi-faceted communication policy







## COMPENSATION

The Town Administrator for the Town of Cheverly can expect a salary in the range of \$110,000 to \$130,000, depending on qualifications and experience. The successful candidate will also receive a competitive benefit package, including participation in the Maryland State Retirement System.

## HOW TO APPLY

Resumes/letters should be sent (email preferred) by 5pm on **April 2, 2019**. Please include salary history. Send to:

**David J. Deutsch, Senior Vice President**  
**The Mercer Group, Inc.**  
**15 Cambridge Place**  
**Ocean Pines, MD 21811**

**Cell phone: 301.343.6033**  
**Email: daviddeutsch610@gmail.com**  
**Website: www.mercergroupinc.com**

*The Town of Cheverly is an Equal Opportunity Employer. The Town does not discriminate on the basis of race, color, religion, age, sex, country of origin, marital status, disability, sexual orientation, gender identity, political affiliation, or status in any other group protected by federal, State or local law in employment or the provision of services.*



**The Mercer Group, Inc.**  
*Consultants To Management*